



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-1998
Subchapter:	1	Forms	
Issuance:	16.81	CP&P Form 16-81, Petty Cash Replenishment Request Memo	

Click here to view or print CP&P Form [16-81](#), Petty Cash Replenishment Request memo.

WHEN TO USE IT

The Petty Cash Replenishment Request Memo is used to request replenishment funds from the Office of Accounting. The request is made when 50% of the total imprest fund has been spent.

HOW TO USE IT

The numbers below correspond to the numbers identified in the memo.

1. Identify the time period during which the expenditures were incurred. The time period starts with the date of the last replenishment request and ends with the date of the current replenishment request.
2. Enter the amount of available funds (cash-on-hand) as of the date replenishment was last requested from accounting.
3. The posting date is the date on which the actual petty cash reimbursement to the employee occurs. This column is listed in chronological order.
4. Item purchased specifically describes the item for which petty cash funds have been used.
5. Client name is the "Last name, First name" of the CP&P client involved.
6. Case No. reflects the Claim for Payment (CFP) case number for the CP&P client involved.
7. Item cost is the exact amount of the purchased item as reflected on the original receipt.

8. Enter the amount and check number of each check replenishment received from Accounting as it is received during the period. Adjust the fund balance accordingly and post the date of receipt. See sample.
9. Fund Balance reflects the actual amount of cash-on-hand at the petty cash location as of completion of each individual transaction.
10. The total amount of all items listed in Column 7.
11. Enter the actual cash on hand at the exact time the replenish request is being completed. This figure should be the last item in column 9.
12. This is the amount of funds for which reimbursement has been requested from Accounting, but has not yet been received. (Note: Do not include amounts of items that have been rejected by Accounting. Such rejections are resolved by following Accounting's directives.)
13. Enter the exact amount of the approved total petty cash Imprest Fund Amount for the location. (This amount should be the total of lines 10, 11, and 12.)
14. The Replenishment Request is approved via original signature by the location manager (i.e., DO, LO).
15. Print the name of the person authorized to receive the petty cash replenishment check from Accounting.

DISTRIBUTION

Original	-	Accounting, Cost Code #973
Copy	-	Office of Petty Cash Replenishment File